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CANADIAN

glossary of training terms



Manpower
and Immigration

Main-d'œuvre
et Immigration



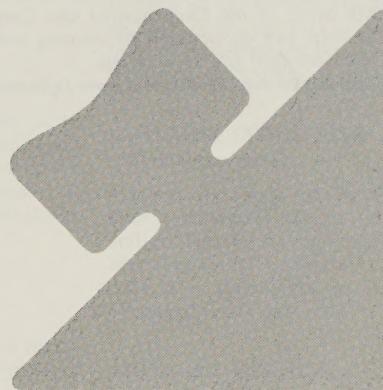
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FOREWORD

The very rapid development of Canada's economy in the past two decades has brought a parallel increase in the number and variety of programs to train personnel for the work force which mans this expanding economy.

In response to a request from the Interprovincial Standards Coordinating Committee, the federal Department of Manpower and Immigration has prepared this Glossary of Training Terms to assist those in the training organization who require more precise and specific meanings for terms used in training. The draft has been circulated for comments and validation to provincial training and educational authorities across Canada, and their comments are reflected in the final publication. In some instances, two definitions of one term have been included to reflect the different uses of the term.

While this glossary has been prepared primarily for those engaged in the personnel training field, the contents may be useful in other areas of personnel and manpower operations in business and industry.

This glossary was prepared by Mrs. Shyron Mohamed under the direction of Mr. H. Irwin Stutt, of the Occupational and Careers Analysis and Development Branch. The help and cooperation of training and educational authorities across Canada is acknowledged and appreciated.

Additional copies may be obtained from Information Canada.

ACCELERATED VOCATIONAL TRAINING

Formation professionnelle accélérée

A system of training, usually given under government auspices or with its assistance, which helps adult workers to acquire, in a few months, knowledge and skill so that they can occupy jobs demanding a defined level of qualifications. Flexibility is the keynote of the system and special courses to suit an individual employer's requirements can be arranged. Courses of training are provided for occupations in the construction industry, e.g., brick-laying, carpentry, electrical contracting; in the engineering industry, e.g., machine operating, mechanical fitting, welding, sheet metal working; and in miscellaneous industries, e.g., motor repairing, vehicle building, radio and television servicing. See also "Re-training".

ACCOUNTABILITY

Responsabilité

A personal obligation, liability, or answerability of an official or employee to give his superior a desired report of the quantity and quality of action and decision in the performance of responsibilities specifically delegated. It carries with it the application of organizational sanctions.

ACCREDITATION

Reconnaissance de la capacité professionnelle

Recognition of an individual's qualifications in a particular area because of the skills and/or knowledge which he has demonstrated.

ACTION VERB

Verbe d'action

A verb that involves an observable physical action, such action is often the culmination of mental activity.

ACTIVITY LEARNING

Apprentissage actif

Activity learning is essentially concerned with actively involving the trainee in the learning process during "practice" sessions. In more conventional methods the trainee has to practice operations that have already been explained to him. Part of the activity in activity learning is for the trainee to find out for himself how the task is actually done. This is why he is given progressively more difficult tasks.

ADULT EDUCATION

Education des adultes

Activities which are provided in many communities as part of the total educational program. Part-time schools,

evening schools and correspondence schools are all part of this type of organization. Training offered may be of a credit or a non-credit nature. Other avenues for adult education are community agencies or organizations that develop courses around a variety of areas. Some of the most common topics are public affairs, cultural subjects (art, literature, music), problems of marriage and pre-marriage, and personality development (public speaking, understanding personality).

ADULT VOCATIONAL EDUCATION

Education professionnelle des adultes

Instruction offered day or evening to adults or out-of-school youth over 16 years of age engaged in or preparing to enter an occupation. Vocational education for adults involves upgrading and updating skills on a part-time basis of retraining for persons displaced by automation, technological changes, or other reasons.

ADVISORY COMMITTEE

Comité consultatif

A group of persons, usually outside the educational profession, selected to offer advice and counsel to the school and/or department regarding the vocational program. Members are representatives of the people who are interested in the activities of the vocational program. See also "Trade advisory committee".

ADVISORY COUNCIL

Conseil consultatif

A body or agency of delegates from labour unions, employers' associations and possibly other organizations interested in labour, which assists the government in an advisory or consultative capacity on a local, regional or national level. It sometimes plays an important role in the formulation and determination of manpower and labour policy, though it lacks executive or administrative authority.

AGRICULTURAL MECHANICS

Exploitation agricole

Subject content and activities designed to develop abilities for performing and/or assisting the common and important operations or processes involved in the selection, operation, maintenance, and use of agricultural machinery and equipment, structures and utilities, soil and water management, and agricultural mechanics shop.

ALL-ROUND MECHANIC

Ouvrier général

An industrial term used to designate a trained individual possessing the skills and knowledge to do practically all of the jobs within a specified trade or occupation.

ALLOTMENT

Allocation

The purpose or result of administrative allocation, appropriation or apportionment of funds for a specified goal.

APPRECIATION TRAINING

Formation d'appoint

Training, usually of short duration, designed to give a generalized understanding of a subject-area or of the uses of certain techniques. It is not intended to equip the learners with specific skills and is usually arranged for people who require some knowledge of the work of others, e.g., appreciation courses for senior managers on work study, computers, selection and training.

APPRENTICE

Apprenti

A person who enters into a contractual agreement with an employer to learn a trade requiring a specific minimum length of employment and which provides a program of practical experience and related technical instruction. Legislation frequently sets a minimum age limit for entry, sixteen years of age being the most common.

APPRENTICESHIP

Apprentissage

A method of perpetuating the skills of a trade and regulating the entrance of craftsmen into the trade. It is designed to maintain standards of workmanship and skill as well as to protect the employment opportunities of the journeymen. The apprentice signs an agreement for a fixed period of time during which he will learn the skills of the trade and ultimately become a journeyman. The scope, duration, and content of the training program under the apprenticeship is carefully worked out in each trade.

APPRENTICESHIP

Apprentissage

A systematic program of on-the-job and related classroom training designed to produce a fully qualified journeyman tradesman. An employer undertakes by contract to employ and personally train an apprentice or ensures that he is trained under the supervision of a qualified and competent journeyman.

APPRENTICESHIP CREDITS

Crédits d'apprentissage

Time credits for secondary and post-secondary achievements, academic and/or vocational, as determined by the

approved provincial authority. These credits may be expressed in hours per apprenticeship period and as such reduce the length of apprenticeship.

APPRENTICESHIP TRAINING

Formation en apprentissage

A form of organized training leading to journeyman status, which involves a written or verbal contractual agreement between employee and employer, through which the employee follows an organized schedule of on-the-job experience and technical and related instruction in a skilled occupation. Some of these contractual arrangements may be registered with the appropriate provincial Department of Labour and some may not be so registered.

APPRENTICE TRADE

Métier avec stage d'apprentissage

An occupation or craft in which the skill requirements necessitate an apprenticeship stage before the person is qualified to practice the trade or occupation. Plumbing and steam-fitting, plastering, locomotive engineering and painting are a few examples.

APPRENTICE TRAINING

Formation d'apprentissage

An organized system for providing people with the manipulative skills and technical or theoretical knowledge needed for competent performance in skilled occupations. The program usually involves cooperation among school, labour, management, and governments, since apprentices learn the skills of the tradesman through on-the-job work experiences and the related information in the classroom. The minimum terms and conditions of apprenticeship are regulated by statutes or agreements.

ASSESSMENT OF TRAINING EFFECTIVENESS

Evaluation de l'efficacité de la formation

A general term for the processes of ascertaining whether training is efficient or effective. It covers both validation and evaluation.

ASSIGNMENT FOR WORK

Affectation

Fitting an employee into a position that is consistent with his abilities, and allotting or assigning specific duties to him.

ASSIGNMENTS FOR STUDY

Travaux

Commonly called "homework", assignments include reading, writing, viewing, or listening tasks given to

trainees as conditioning for a topic to be presented or as a follow-up to a presentation. Trainers are expected to review the assignments and to give trainees feedback where possible.

ASSIGNMENT SHEET

Fiche de travail

An instruction sheet designed to give students a study or work assignment, with directions on procedure, completion requirements, time limit, references and questions or other study helps.

ATTITUDE/KNOWLEDGE/SKILL PATTERN

Schéma attitude/connaissances/compétence

The essential determinants of effective job performance (i.e., behavior) in terms of attitude, knowledge and skill—the attitude to perform, the knowledge required to take the right attitude and the skills necessary to do it.

ATTITUDE SURVEY

Etude des attitudes

A study of the opinions and attitudes of employees concerning established or implied policies, practices, working conditions or some other facet of employee relations. The object is to obtain an overall impression of morale, with reflections of the main influencing causes.

AUDIENCE REACTION TEAM

Equipe d'apprentissage par réaction

An audience reaction team generally consists of two to five trainees who react to a trainer's presentation. Members of the team are expected to interrupt the trainer to seek immediate clarification of points and otherwise help the trainer to meet the specific needs of the trainees.

AUTOMATION

Automatisation

Normally characterized by three major features: mechanization—substitution of machines for human labour and skill; feedback—machines are self-regulating to meet predetermined requirements; continuous processing—the production facilities are integrated to form a unified productive process. The term is also loosely applied to assembly line automatic processing, the use of electronic data processing equipment for clerical systems; and the use of complex electronic equipment for controlling manufacturing processes.

BASIC JOB CURRICULA (DISTRIBUTIVE EDUCATION)

Programmes d'emploi élémentaire

Formation à la vente

Instructional programs which prepare students for basic distributive occupations involving minimal employment and responsibility, and which emphasize fundamental techniques in sales and sales-supporting services, simple marketing concepts, social competencies, and basic skills in computation and communications.

BASIC JOB TRAINING

Formation de base

The first stage of training for a given job, occupation or group of occupations, aimed at imparting the fundamental attitude/knowledge/skill pattern to required standards. This can be further developed by subsequent training and experience. It may be given in training centres, schools or colleges, or in special training workshops or training bays in organizations. In some cases it may have to be given in the production situation, but training and not production is the primary objective. For the purpose of government assistance with industrial training for firms in development areas: the period which a trainee of average ability, with no previous experience in a firm's processes, takes to acquire the basic skills and knowledge required for the job and to be able to contribute to production without close and continual supervision.

BLOCK RELEASE TRAINING

Congé d'éducation

A system whereby employers allow their employees to attend technical colleges for short periods of full-time study, usually of several weeks' duration, each year, normally without loss of pay. The amount of time available for study may be a little more than that provided under day release arrangements, and in some cases falls only a little short of that provided on a sandwich course. (See sandwich course page).

BOOSTER TRAINING

Formation d'actualisation des connaissances

The process of retraining in work currently performed to improve job performance (e.g., quality and quantity of production or services). See also "Refresher Training".

CANADIAN CLASSIFICATION AND DICTIONARY OF OCCUPATIONS (CCDO)

(Vol. 1 Classification and Definitions)

Classification canadienne descriptive des professions (CCDP) (Tome 1, Classification et définitions)

A classification of occupations developed on a national scale by the federal government to form a basis for the

comparison of occupational data. In addition to classifying occupations and groups of occupations, it defines them.

CAREER DEVELOPMENT

Déroulement d'une carrière

A lifelong process which involves a series of experiences, decisions, and interactions, and which, taken cumulatively, results in the formulation of a viable self-concept and provides the means through which that self-concept can be implemented both vocationally and avocationally.

CAREER TRAINING

Formation de promotion professionnelle

Training given to develop a person for employment beyond the limit of his/her present or initial job.

CASE STUDY METHOD

Méthode d'étude de cas

A learning technique in which a real situation or a series of actual events is presented to trainees (either orally or by case papers issued in advance) for their analysis and consideration of possible solutions of problems identified. Their findings are normally compared with the way in which the real life situation subsequently developed.

CERTIFICATE OF APPRENTICESHIP

Certificat d'apprentissage

A numbered certificate issued to a person who has complied with the regulations of his trade. In noncertified trades a certificate of apprenticeship indicates successful completion of training.

BRAINSTORMING

Méthode d'imagination collective

A method of small group discussion with about 6 to 10 members under the leadership of a chairman, which aims at the creative solution of organizational problems through the use of open-end questions. Generally, it proves successful, since the members are usually: (1) selected on basis of education and/or experience of a wide range; (2) placed in a permissive and statusfree environment that not only encourages and stimulates, but also depends on quick, spontaneous and imaginative participation; and (3) not criticized or otherwise limited in their expression or contributions.

BUSINESS EDUCATION

Education commerciale

A program of instruction which consists of two parts: (1) office education—a vocational education program for office

careers through initial, refresher, and upgrading education leading to employability and advancement in office occupations; and (2) general business education—a program to provide students with information and competencies which are needed in managing personal business affairs and in using the services of the business world.

BUSINESS STUDIES

Etudes commerciales

The term covers a wide field of activity. The common thread that runs through all business education is concerned for the training of men and women who at all levels, directly or indirectly, earn their living by the purchase and sale of goods or services or in an administrative capacity.

CERTIFICATE OF COMPLETION

(CERTIFICATE OF TRAINING)

Certificat d'aptitude professionnelle

Written recognition granted to members of vocational classes upon satisfactory completion of the requirements of a course of instruction. Such certificates are usually presented when courses are not taken for credit towards graduation.

CERTIFICATE OF QUALIFICATION OR PROFICIENCY

Certificat de qualification ou de compétence

A numbered certificate issued to an individual who has complied with the regulations of his certified trade. A temporary certificate of qualification may be issued to those persons entering Canada who satisfy the appointed provincial authority that they have the necessary experience, knowledge and skill in their trade. This permits the immigrant to work for a period of one year while complying with the provincial requirements.

CERTIFICATION

Accréditation

The official designation by a labour relations board of a trade union as the exclusive bargaining representative for employees in a particular bargaining unit.

CLERICAL PRACTICE

Travail de bureau

Learning situations involving laboratory and discussion experiences which are designed to help pupils who are not pursuing secretarial or bookkeeping knowledge and skills to develop knowledge and skills in clerical occupations. Emphasis is on various activities such as filing, record keeping, typing, telephone and telegraph usage, mailroom activities, shipping procedures, personality development, machine operation, and job application procedures.

CLIMATE FOR LEARNING

Climat de formation

The total environment in which the learning takes place which includes, for example, the attitudes of line managers, instructors and learners, the kind of room, learning aids and other facilities, the mental and physical health of the learners, etc.

COACHING

Assistance professionnelle

Systematically increasing the ability and experience of the trainee by giving him planned tasks, coupled with continuous appraisal and counselling by the trainee's supervisor.

COLLEGES OF APPLIED ARTS AND TECHNOLOGY (CAAT)

Collèges d'enseignement général et professionnel (CEGEP)

CATT's are intended for those who would not otherwise receive a post-secondary school education. They present diverse general and specialized courses not suited to a university. The basic purpose of these colleges is to provide education beyond high school (general, vocational, occupational and technical) at low cost and to make it as accessible to as many persons as possible.

COLLEGE-BASED STUDENTS

Elèves rattachés à un collège

Students following sandwich courses who are not primarily employees of any particular employer but who have enrolled directly at a college. The college is their main base and is usually responsible for arranging industrial experience and training during the "out college" periods. (See sandwich course page).

COLLEGE DIPLOMAS

Attestation d'études

Terminal qualifications of individual colleges in respect of courses provided by them which may or may not lead to a national qualification.

COLLOQUY

Colloque

The colloquy is a modified version of the panel using three or four resource persons and three or four trainees. The trainees express opinions, raise issues and ask questions to be treated dealt with by the resource persons.

CONDITION

Conditions

The second element of a performance objective which stipulates the environmental factors and resources that will be given to or denied the trainee in the performance of the task described in the performance element.

CONSTRUCTION PROJECT

Ouvrage de construction

A planned building, remodeling or other project in which students work under the direction of an instructor to gain skill, knowledge and experience in an occupation.

CONSULTANT

Expert-conseil

A recognized expert (not vested with administrative authority) in a specialized field whose advice is sought in the improvement of a program process and/or its facilities.

CONTINUING EDUCATION

Education permanente

Any extension for young persons and adults of opportunities for reading, study, and training at the higher education level following completion of, or withdrawal from, full-time school or college programs. The service is usually provided by special schools, centers, colleges, or institutes, or by separate administrative divisions such as university extension. Continuing education usually emphasizes flexible rather than traditional or academic programs.

CONTROL INFORMATION

Information de contrôle

The information required to assess the progress and success of performance with regard to each key task.

CONVERSION TRAINING

Formation de conversion

A term in industry for the training of personnel to reflect changing techniques and equipment, and hence continuing employment, within the industry. See "Retraining".

COOPERATIVE EDUCATION

Education coopérative

A program for persons who are enrolled in a school and who, through a cooperative arrangement between the school and employers, receive part-time vocational instruction in the school and on-the-job training through part-time employment. It provides for alternation of

study in school with a job in industry or business, the two experiences being planned and supervised by school and employer so that each contributes definitively to the student's development in his chosen occupation. Work periods and school attendance may be on alternate days, weeks, or other periods of time, but the hours at work are during the school day and equal or exceed the hours spent in school during the regular school year. This plan of training is used extensively in various phases of vocational education.

COORDINATING TEACHER (OR TEACHER-COORDINATOR)

Professeur coordinateur

A member of the school staff who teaches the related and technical subject matter involved in work experience programs and coordinates classroom instruction with on-the-job training.

COORDINATION

Coordination

The process of integrating into a harmonious relationship the administrative, organizational and instructional activities of a vocational program and directing them toward a common purpose.

COORDINATOR (COOPERATIVE EDUCATION)

Coordinateur (Education coopérative)

A member of the school staff responsible for administering the school program and resolving all problems that arise between the school regulations and the on-the-job activities of the employed student. The coordinator acts as liaison between the school and employers in programs of cooperative education or other part-time job training.

CORRESPONDENCE COURSE

Cours par correspondance

Systematic instruction conducted by postal correspondence between the student and the teaching agency. It is often combined with some other methods or aids such as seminars, weekend study groups, taped instruction, and television and may combine study at work and home study.

COST-BENEFIT ANALYSIS (CBA)

Analyse des coûts et rendements

A systematic comparison between the cost of carrying out a service or activity and the value of that service or activity, quantifying as far as possible. All costs and benefits (direct and indirect, financial and social), are taken into account.

COUNSELLING, EMPLOYEE

Orientation par entretien personnel

A systematic, private, and face-to-face communication process between a counsellor (or a supervisor or manager) and an employee. It is used to: (1) gain understanding into the causes and nature of any problem or dissatisfaction involving the employee and/or the organization; (2) provide help to release feelings; and (3) give psychological support to help the employee to do something about his problems, if possible.

COUNSELLOR, GUIDANCE

Conseiller d'orientation

An experienced and trained person who helps another individual to understand himself and his opportunities; aids him to make appropriate adjustments, decisions, and choices in the light of his unique characteristics, and assists him to initiate a course of training or work in harmony with his selection.

COURSE ASSESSMENT

Evaluation de cours

A general term covering the judgement of suitability of a course to meet identified learning needs and the subsequent assessment of the extent to which these needs have been satisfied.

COURSE DESIGN

Conception du cours

The initial development of a set of job-oriented objectives and the selection and organization of instructional material to attain these objectives effectively and efficiently.

COURSE OF STUDY

Profil d'études

An inclusive outline of the objectives, experiences, skills, projects, demonstrations, related information, and methods involved in teaching a subject; covers a specified period of time.

CRAFT

Métier

A trade, employment or occupation which requires skill, manual ability, an understanding of the principle of the trade.

CRITERION BEHAVIOUR

Comportement recherché

A detailed specification of what the student is expected to be able to do at the end of the program. It should specify the questions he should be able to answer; the

tasks, procedures, techniques and skills that he is expected to be able to perform, and to what level they are to be executed; what discriminations it is reasonable to expect the student to make and in what terms these discriminations can be expressed; and what total changes in behaviour are to be expected and in what form they can be observed and their intensity measured. The term may also be applied to other training methods. See also "Criterion test".

CRITERION TEST

Epreuve de contrôle

A test, in written or practical form, designed to measure terminal behaviour and thereby discover to what degree the student/trainee demonstrates the criterion behaviour. It can also be given as a pre-test to identify individuals who need the training, and/or a post-test to measure the effectiveness of the program by comparing the pre-test and post-test scores.

CRITICAL REQUIREMENTS

Exigences essentielles

Resources (times, facilities, supplies, material, instructors, etc.) that must be available to enable course operation or successful trainee accomplishment of the performance objective and the performance objective check; also referred to in an abbreviated all inclusive form as the "3 M's" meaning men, money, and material.

CUMULATIVE-PART METHOD

Apprentissage par étapes cumulatives

A method in which the operation to be learned is divided into separate parts, and instruction and practice are given initially in the first part only; followed by the first and second parts together, until the whole operation has been learned, cf. whole method and progressive-part method.

CURRICULUM

Programme d'études

"Curriculum", syllabus, is a statement of the subject matter or content of a training course. It may indicate the time to be devoted to each part of the training but not usually the order in which the items should be learned nor the methods of instruction to be used. Another definition: an educational program which can be formally or informally organized.

CURRICULUM MATERIALS

Matières

Materials consisting of a series of courses to cover instruction in any occupational field in vocational education which are designed to prepare persons for employment

at the entry level or to upgrade occupational competencies of those previously or presently employed in any occupational field.

CUSTOM OCCUPATIONS

Services

Occupations in which the services are performed for individual clients or customers. Also known as service trades.

DAY RELEASE

Congé d'étude

The system by which employers allow employees to absent themselves from work, usually without loss of pay, for the purpose of attending a course of further education. Day release courses are arranged by community colleges in association with local industry and provide part-time education, usually for one day a week.

DAY TRADE CLASSES

Cours de métiers de jour

Courses conducted for persons regularly enrolled in a full-time school who have selected a trade or industrial pursuit and who wish to prepare for useful employment in that occupation. Training is comprehensive and includes instruction in manipulative processes and also in those technical and other related subjects which are needed by the skilled and competent worker.

DEMONSTRATION METHOD

Démonstration

The demonstration method is a presentation that shows how to use a procedure or to perform an act. It is often followed by the trainee carrying out the activity under the supervision of the trainer. It is basically a visual presentation accompanied by oral discussions where psychomotor skills are taught.

DEXTERITY

Dextérité

The manipulative ability achieved through good motor and perceptual co-ordination.

DIAGNOSTIC TEST

Epreuve de diagnostic

An evaluative device used to diagnose or identify. Used as part of the Evaluation Process.

DISCOVERY LEARNING

Apprentissage par la découverte

The discovery method is a means of teaching which avoids expository instruction. The trainee is presented with tasks which engage him in the search for and selection of clues on how to proceed. The effectiveness of the discovery method depends on the design of these tasks which have two aims: to provide an intrinsic means for unassisted learning and to provide the experience upon which insight into key relationships can be developed.

DISCUSSION METHOD

Apprentissage par la discussion

A training technique in which the information that is transmitted comes from the participants themselves rather than from a single lecturer or panel. The learners, as a group, are thus active in teaching themselves.

EDUCATION

Education

Activities which aim at developing the knowledge, moral values and understanding required in all walks of life rather than knowledge and skill relating to only a limited field of activity. The purpose of education is to provide the conditions essential for young persons and adults to develop an understanding of the traditions and ideas influencing the society in which they live, of their own and other cultures and of the laws of nature, and to acquire linguistic and other skills which are basic to communication and learning.

EDUCATION TECHNOLOGY

(INSTRUCTIONAL TRAINING TECHNOLOGY)

Technologie de l'enseignement (Technologie de la formation)

The development, application and evaluation of systems, techniques and aids to improve the process of learning.

EFFECTIVE TRAINING

Formation utile

Training is effective to the degree it attains objectives relevant to the duty in the course function. Effectiveness of training is measured by the percentage of students meeting such objectives. No matter how well irrelevant objectives are achieved, the training is ineffective.

EFFICIENT TRAINING

Formation efficace

Training is efficient to the degree it attains objectives with minimum time and cost. Irrelevant as well as relevant objectives can be efficiently attained.

ELEMENT (OF WORK)

Elément (de travail)

A distinct part of a specified task selected for convenience of observation, measurement and analysis. Work study elements are normally the smallest units of analysis; training (or instructional) elements are normally greater and are selected for convenience of learning. See also "Job, Occupation, and Trade".

ENABLING OBJECTIVE

Objectif de base

A statement of performance which refers to the knowledge and skill elements that the student must learn if he is to achieve the performance objective.

EVALUATION

Evaluation

An element of quality control. The process of measuring or judging the value or amount of something by careful appraisal; may include the results of tests, observation, or information acquired in any way.

EVALUATION

Evaluation

The assessment of the total value of a training system, training course or programme in social as well as financial terms. Evaluation differs from validation in that it attempts to measure the overall cost benefit of the course or programme, and not just the achievement of its laid down objectives. The term is also used in the general judgemental sense of the continuous monitoring of a programme or of the training function as a whole.

EXPERIENCED WORKER STANDARD

Niveau de qualification

The standard of quality and output achieved by a trained and experienced worker. Modern training methods are designed to train new workers to this standard.

EXPERIMENTAL PROGRAMS

Programmes expérimentaux

Education, training, production, study or other courses or projects conducted under a pre-determined plan or conditions to test or assess an expected or hoped-for conclusion.

EXTENSION COURSE

Cours de perfectionnement

Class instruction given for the purpose of increasing or extending skill and knowledge in the occupation in which one is engaged; usually on the adult level.

EXTERNAL TRAINING COURSE

Cours à l'extérieur de l'entreprise

A course for which the organization and direction of the sessions is the responsibility of an authority other than the employer of the trainees.

FACTOR COMPARISON METHOD

Méthode de comparaison des facteurs

The definition and assessment of jobs in terms of a few common factors. Key jobs, the wages of which are considered to be equitably related to one another, are analyzed in terms of these job factors and the cash value of each factor is determined by comparing the factor requirements with those of the key jobs for which the cash values have been determined. See "Job evaluation".

FAMILY LIFE EDUCATION (LIFE SKILLS)

Education familiale

An educational program concerned with the improvement of family life which may involve many educational subject fields such as homemaking, health, social duties, and many different groups such as the schools, clubs and community agencies.

FARMING OCCUPATION

Culture et élevage

A part of agricultural occupations dealing directly with the production of plants and/or animals.

FEEDBACK

Rétroaction

Data that is received from a source or sources which is used as an indicator of the relative efficiency or effectiveness of something.

FEEDBACK/KNOWLEDGE OF RESULTS

Rétroaction (Connaissance des résultats)

The process by which information about the results of an action are communicated to the trainee. As this enables him to modify his immediate and subsequent actions to achieve more closely his set objectives, it is a concept of fundamental importance to training. The science of cybernetics is concerned with this process in machine control systems as well as in humans.

FIRST LINE SUPERVISOR

Agent de maîtrise (1^{er} Echelon)

A supervisor at the lowest level of the total managerial structure. See also "Management".

FISCAL YEAR (FEDERAL)

Année financière (Fédéral)

The period of time beginning April 1 and terminating the following March 31. The period between April 1, 1973 and March 31, 1974 is termed 'fiscal year' '74'.

FOLLOW-UP STUDY, VOCATIONAL

Contrôle consécutif à la formation

A survey to determine what occupations students and graduates of vocational education courses enter and how effective their training was in relationship to actual needs of the job.

FOREMAN

Contremaitre

Generally the first line of management in the operation of the plant or facility, the individual who, in the eyes of the production worker, represents management and authority. This person is generally the immediate supervisor of a group of workers and is responsible for recommending suspension, discharge, or promotion. This person also has the direct responsibility to see that the work is performed and the production schedule met, carries out management policy on the operating level and acts as an intermediary between workers and middle management.

FORMAL TRAINING

Formation régulière

Training that is provided in an establishment designed or designated specifically for training and staffed for that purpose. It includes basic training given in specially equipped workshops, simulated training, and any formal training as offered throughout the apprenticeship program.

FUNDS (VOCATIONAL)

Financement (Formation professionnelle)

Resources expended for vocational education programs. These may come from local, provincial, or federal tax revenues, or from private resources.

FURTHER EDUCATION

Education complémentaire

Full time and/or part-time education for persons who have left school. The term "further education" in its widest sense embraces vocational courses and non-vocational and recreational classes, and includes higher education and adult education as well as non-advanced courses. It is often used, however, in a narrower sense to denote courses of a predominantly vocational aspect leading to technical and professional qualifications.

FURTHER TRAINING/CONTINUED TRAINING

Formation complémentaire (Formation continue ou permanente)

The part of vocational training which follows basic training within the framework of a training programme or scheme for a recognized qualification.

GAINFUL EMPLOYMENT

Emplois lucratifs

Employment in a recognized or new and emerging occupation for which persons normally receive in cash or in kind a wage, salary, fee, or profit. This term includes employment in permanent sheltered workshop as opposed to training workshop.

GROUP TRAINING OFFICER

Agent de formation en groupe

A training specialist supplying training officer services to a group training scheme. See "Training officer".

GROUP TRAINING SCHEME

Plan de formation en groupe

A scheme where several undertakings associate for the purpose of carrying out certain aspects of the training function, e.g., providing related instruction, ensuring the full training of apprentices and others through a system of rotation among the firms, and employing a full-time instructor or training officer for the planning, organization and control of training.

HANDOUT SHEETS

Fiches de renseignements

Information sheets handed out as learning aids to trainees in support of a presentation. They may be in narrative or outline form, trainer made, or copied from published materials.

HAZARDOUS OCCUPATIONS

Emplois dangereux

Occupations in which the daily labours are, or may be, hazardous to life and limb; certain persons are prohibited by law from accepting such employment.

HIERARCHICAL OPERATIONS ANALYSIS

Hiérarchisation des opérations

A method of task analysis in which tasks are progressively redescribed in terms of superordinate and subordinate operations.

IDENTIFICATION OF TRAINING NEEDS

Définition des besoins de formation

An examination of the organization's present and projected operations and the manpower necessary to carry them out in order to identify the numbers and categories of staff needing to be trained or retrained. It may also refer to the training needs of an individual to enable him to reach the required standard of performance in his current or future job.

IN-COMPANY TRAINING COURSE

Formation à l'intérieur de l'entreprise

A course for which the organization and direction of the sessions is the responsibility of the employer of the trainees.

INDIVIDUAL TRAINING

Formation individuelle

The acquiring by all personnel of sufficient knowledge and skill through training and experience to assure their effectiveness in accordance with the specifications governing their classification/trade/speciality.

INDUCTION (ORIENTATION)

Initiation au travail (Orientation)

Arrangements made by the employer to familiarize the trainee/new employee with the industry, the firm, welfare and safety matters, general conditions of employment and the work of the department in which he is to be employed. It is a continuous process starting from the first contact with the employer. The length of the program will vary according to the level of entry, the sophistication of the job and previous experience.

IN-FIRM/IN-PLANT TRAINING

Formation en usine (Formation en entreprise)

Any part of training that is produced on the premises of an employer whether given in a training workshop or "on-the-job", cf. on-the-job training.

INFORMATION SHEETS

Fiches d'information

Commonly called "handouts", information sheets are learning aids given to trainees in support of a presentation. They may be in narrative or outline form, trainer-made, or copied from published materials.

IN-SCHOOL TRAINING

Formation en classe

Training in the attitude/knowledge/skill pattern required for a task, job, or occupation away from the normal work

situation. It is normally only part of the whole training program and is usually combined with on-the-job training.

IN-SERVICE TRAINING FOR TEACHERS

Formation interne des professeurs

Instruction and supervision for instructional personnel for the purpose of improving their professional abilities.

INSTRUCTION SCHEDULE

Plan d'enseignement

A detailed specification of what the instructor aims to teach the trainees in any given period or session. When used as the syllabus for teaching the skills content of the task or job, it is usually based on the skills analysis.

INSTRUCTION SCHEDULE

Plan d'instruction

A detailed breakdown of a specific skill for purposes of instruction. It aims to set down the best learning sequence in order to help the trainee master new skills to be learned and stipulates key points in the job.

INSTRUCTION SHEETS

Fiches d'enseignement

Written teaching aids which contain organized material for the use of individual students. There are four common types:

Operation sheet—gives directions on how to perform a single manipulative operation;

Job sheet—gives directions on how to perform, completely and in proper sequence, the operations necessary to complete a production job;

Information sheet—contains essential facts necessary for the understanding of an instructional unit which is largely informational in nature;

Assignment sheet—directs the study to be done or assignment to be carried out by the student on the lesson topic, and may include questions to determine how well the lesson has been learned.

INTEGRATED COURSE

Cours intégré

A full-time course combining industrial training and associated further education by sandwich course. (See sandwich course page).

INTEGRATED TRAINING

Formation intégrée

A training course in which there is a close and direct relationship between further education and training, each

complementing and reinforcing the other. Also the integration of various methods of instruction into the training program.

INTERNATIONAL STANDARD CLASSIFICATION OF OCCUPATIONS (ISCO)

Classification internationale type des professions

A classification of occupations developed by the International Labour Office (ILO) to provide a basis for the international comparison of occupational data and to afford guidance to countries wishing to develop or improve their systems of occupational classification. In addition to classifying occupations and groups of occupations, it defines them. Although it does not replace national classification systems it seeks to set a standard of comparability for them.

JOB

Poste de travail

All the tasks carried out by a particular worker to complete his duties.

JOB ANALYSIS

Analyse des tâches

A basic tool of management in planning, controlling, financing, or coordinating. It consists of the systematic examination and determination of (1) the nature, characteristics, functions, duties, activities, or responsibilities of a job; (2) the knowledge, skill, or experience essential for its performance, and (3) the environmental conditions, safety, equipments, tools, and related factors.

JOB ANALYSIS

Analyse des tâches

The process of examining a job to identify its component parts and the circumstances under which it is performed. The detail and approach may vary according to the purpose for which the job is being analyzed, e.g., vocational guidance, personnel selection, training, equipment design.

JOB CLASSIFICATION

Classification des postes de travail

A method of arranging jobs into various categories or classes in a particular organization. The arrangement may be based on requirements such as training, experience, or skill. The grouping is designed to bring together occupations with characteristics sufficiently clear to distinguish them from those in other classes. The wage compensation usually parallels the requirements of the job and is based on progressively higher skills, experience, training, or other factors required in the job. When related jobs are

placed into classes, they may be assigned to labour grade groups with specific single rates or rate ranges which have a minimum and maximum for each labour grade.

JOB CLASSIFICATION

Classification des postes de travail

One of the most essential aspects of personnel work. It consists of a process of grouping (whole) jobs into specific levels, grades, classes, or categories in terms of the training, skill, knowledge and/or experience which may be required for their successful performance.

JOB CONTENT

Contenu de l'emploi

Includes all of the functions, requirements, and duties of a given job. It is frequently assumed that the job content is the same as the job title. This may not be true since jobs with the same title may have different job content, duties, and responsibilities because of the type of machinery in use and different methods of production in different plants.

JOB DESCRIPTION

Description du poste de travail

A relatively detailed, official statement setting forth the methods, procedures, duties, responsibilities, equipments, tools, and other factors which are specifically related to a particular unit of work. It is generally used for purposes of selection, placement, training, compensation, promotion, transfer, etc.

JOB ENGINEERING

Organisation scientifique du travail

A term used to describe the procedure of fitting the job to the man by changing duties and responsibilities, changing methods of procedures and equipment changing the level of skill required. It may be an alternative to training which fits the man to the job or it may complement it.

JOB ENVIRONMENT

Milieu de travail

Those factors which surround an employee while performing his work. These may include the physical environment and involve such matters as noise, heat, dust, and the kind of material handled. Other factors in the job environment which may be either distracting or helpful are lighting, color scheme, temperature, and the physical characteristics of the work area. The job environment may also be taken to include other employees, working directly with the individual, working nearby or cooper-

ating with him, as well as supervisors and others with whom he associates in the performance of his work.

JOB EVALUATION

Evaluation des postes de travail

A generic term covering methods of determining the relative worth of jobs. The process enables jobs to be placed in rank order which can be used as a basis for establishing a balanced remuneration system.

JOB EVALUATION

Evaluation des postes de travail

A systematic method of determining the value of each job in relation to other jobs in the plant. This may be accomplished by some rating method, frequently on the basis of a specific number of points for each of the factors involved. These factors might include education, skill, experience, and responsibility. The evaluation is designed to assist in establishing a rational wage structure and to avoid or eliminate internal inequalities. The evaluation is concerned with the nature and content of the job or jobs and not with the actual work or the qualifications of any specific individual for that job. The establishment of wage rates based on an evaluation of relationships between jobs helps to reduce the claim of favoritism or inequity within a particular wage structure.

JOB FACTOR

Critère d'emploi

A requirement of the job that can be recognized defined and assessed, e.g., mental and physical demands, skill required, responsibility, and working conditions. It provides a basis for selecting and training staff and establishing wage scales. Also known as job characteristic.

JOB GRADING

Classement des emplois

Process used to establish the relation of various jobs with emphasis being placed upon the factors or characteristics peculiar to each given job or which give it particular importance. Individual workers and wage rates are disregarded in this rating method.

JOB GRADING OR EVALUATION

Classement ou évaluation des emplois

This is a job specification for the purpose of providing a comparative evaluation of a job against other jobs. The comparison and evaluation are usually in order to determine the job's worth in money terms.

JOB RANKING

Hiérarchisation des emplois

A method of job evaluation which determines the relative position of each job by comparison with all other jobs. It does not indicate the extent of the difference between jobs at different levels.

JOB REQUIREMENTS

Qualités requises

The characteristics that are required of the worker if he is to perform the job successfully, e.g., adequate colour vision would be an essential job requirement for a job involving colour discrimination.

JOB SAFETY TRAINING

Formation à la sécurité au travail

Training given to employees and supervisors to reduce the hazards in certain occupations and to provide safer working conditions. It may assist supervisors in training those under their supervision to avoid accidents.

JOB SPECIFICATION

Définition du poste de travail

A detailed description of the minimum characteristics, abilities, qualities, training or other related requirements for a certain job or occupation which should be possessed by an employee in order to perform that job effectively.

JOB SPECIFICATION

Définition du poste de travail

A detailed statement of the physical and mental attributes of any individual who is to fill the job as well as of the nature and characteristics of the work or job itself. Job specifications are the results of job analysis. They are useful in hiring suitable personnel, in preparing an adequate training program, in vocational guidance, in promotions and transfers and in other manpower management functions. It is usually more complete than a job description.

JOB STUDY

Etude de poste

The general examination of a job as carried out by one person or a small group similarly employed, and the social and physical circumstances which affect performance. A series of studies of particular jobs is used to build up a picture of the requirements of an occupation. The term is generally used in examining jobs for vocational guidance, selection, organization review and evaluation purposes. See also "Job analysis".

JOB STUDY GUIDE

Guide pour l'étude de poste

A manual for use by instructors and students which contains a listing of the performance steps and related technical knowledge topics of the basic jobs in an occupation.

JOB TRAINING

Apprentissage d'un métier

Various methods and procedures directed providing an opportunity for workers to qualify for jobs of a higher skill or greater complexity. Training for specialized work or for work of higher skill may require long periods of training in some positions and relatively short training periods for others.

JOURNEYMAN

Compagnon

A tradesman who has successfully completed his apprenticeship training, or qualified through examination for a Certificate of Qualification.

JOURNEYMAN

Compagnon

A qualified, skilled tradesman who has completed an apprenticeship program and mastered a specific skill. In the medieval period apprenticeship led to qualification as a journeyman. The journeyman in turn was ultimately admitted to the guild as a master who would be able to hire apprentices for training. A skilled workman may be required to plan a particular job and obtain the desired results from a description of the finished product or from sketches or blueprint setting out the particular job to be performed. The journeyman must have the ability to combine various basic or fundamental operations in order to complete a particular job.

KEY POINTS/FACTORS

Facteurs clés

In a job breakdown (analysis), those factors which are vital to the performance of the element of work, e.g., safety and quality.

KEY RESULT ANALYSIS

Analyse des tâches clés

An analysis of the key tasks to be performed, the level of performance required and controls and methods for measuring the level of performance against the required standard.

KEY RESULT AREA

Domaine clé

A task or series of tasks within the compass of an individual's job where (1) excellent performance might transform the efficiency of the organization or (2) poor performance would significantly diminish its efficiency.

KNOWLEDGE

Savoir

Theoretical or practical understanding; includes facts, principles, meanings, concepts, and relationships.

LABOUR TURNOVER

Rotation du personnel

The movement of employees in and out of an organization during a given period. The customary formula for calculating the percentage of labour turnover is:

No. of leavers in the period $\times 100$

The average no. employed in the period

LANGUAGE TRAINING

Cours de langage

That training which provides an employee with written, spoken, or reading skill in a language other than his mother tongue. This could include such training as Spanish language training for English-speaking employees or English language training for French-speaking employees.

LEARNING

Apprentissage

The acquisition of skill. Any change in the probability of action as a result of performance of the same or similar acts.

LESSON

Leçon

A method of instruction incorporating a number of instructional techniques designed to ensure the participation of the learning group in reaching the specified behavioural objectives. The techniques used are those which give the instructor the necessary feedback to enable him to ascertain whether the material is being assimilated and where necessary to take appropriate remedial action. The lesson should not be confused with the lecture which is a straight talk or exposition, possibly using visual or other aids, but without group participation other than through questions at the conclusion.

LESSON PLAN

Plan d'étude de la leçon

A detailed chronological breakdown in terms of objective, content and method of a given session within a training programme.

LINE MANAGEMENT

Services axiaux

That hierarchy of the management team from the chief executive to the operating level which directs and co-ordinates the central function of the organization.

MACHINE DOWN TIME

Temps d'arrêt d'une machine

The time during which a machine cannot be operated on production or ancillary work owing to breakdown, maintenance requirements, or for other similar reasons.

MACHINE IDLE TIME

Temps mort d'une machine

The time during which a machine is available for production or ancillary work but is not used owing to shortage of work materials or workers, including the time that the plant is out of balance.

MAIN PART OR MAINSTREAM OF COURSE

Partie principale du cours

That part of the course designed to get course entrants of a specified background to achieve a specified set of end-of-course objectives.

MANAGEMENT

Direction

The work of people engaged in the direction and control of organizational activities which are related to the purpose for which it exists. The people concerned may be working at any level from the head of the organization to first-line supervisor, but it is usual to distinguish between the duties of the manager and the supervisor. The duties of the manager are essentially concerned with identifying objectives and deciding priorities, devising and implementing means to carry them out successfully and means to assess the results. The supervisor is at the first or second level of the total managerial structure and is in charge, directly or indirectly, of a particular area of operations within the organization, and is regularly found in that area. He is normally responsible for making the most efficient use of the resources of men, materials and machines available to him. In terms of the work of individuals, however, few jobs are wholly managerial or wholly

supervisory. Managerial duties include some element of supervision and particular men at the supervisor level may well have responsibilities which are clearly managerial.

MANAGEMENT BY OBJECTIVES

Gestion par objectifs

A philosophy for running a working organization which involves fixing specific and realistic targets for achieving greater effectiveness throughout part of or the whole training system.

MANAGEMENT/SUPERVISORY TRAINING

Formation du personnel d'encadrement et de direction

Training comprises courses to provide new skills or update existing skills in management or supervisory techniques for positions such as superintendent, department head, personnel officer or foreman.

MANPOWER PLANNING

Gestion prévisionnelle de la main-d'œuvre

The integration of manpower policies, procedures and practices to ensure that the right number of the right people will be available for the right jobs.

MANPOWER STABILITY/TURNOVER

Stabilité /Rotation de la main-d'œuvre

Measures of length of stay and movement in and out of an organization during a given period. The customary formula for calculating the percentage of manpower turnover is:

$$\frac{\text{No. of leavers in the period}}{\text{Average no. employed in the period}} \times 100$$

METHOD/METHODOLOGY/ METHOD OF TRAINING

Méthode (Méthodologie, Méthode de formation)

The basic approach to instruction (lectures, demonstrations, performance, programmed instruction, study assignment, tutoring etc., or any combination thereof); the way a teaching-learning activity is presented, controlled.

MODULE

Module

From a comprehensive job analysis, skills and knowledge components are identified and those which are closely related in content are grouped to form a "block" or "module".

MODULAR TRAINING

Formation par modules

A type of training based on the concept of building up skills and knowledge in units as needed by the individual. Each module is based on a skill or group of skills which analysis shows to be a viable unit in the job situation and has a training element, an experience element and, where appropriate, a further education element. The satisfactory completion of a series of modules usually denotes a recognized level of qualification and the satisfactory completion of further modules may lead to a higher level of qualification. The duration of a module varies according to its content.

MODULAR SCHEDULING

Planification par modules

Organization of uniform portion or modules of time which are combined in various multiples as appropriate for various courses and activities. Each module is generally a fraction of the usual time required for a class period.

MOTIVATE

Inciter

To provide an incentive; to act as an incentive.

MOTIVATION

Motivation

Term employed generally for the phenomena involved in the operation of incentives or drives.

MOTOR ACTIVITY

Activité motrice

The carrying out of a pattern of muscular activity concerned with the manipulating of an object or with an observable response to a situation.

NETWORK ANALYSIS

Analyse de réseau

General name for a range of techniques including the Programme Evaluation and Review Technique (PERT) and the Critical Path Method (CPM) for planning and controlling complex projects; the essential activities are analysed in terms of the time they require and the sequence in which they must be performed; in the diagrammatic representation called network, activities are usually denoted by arrows and events by circles.

OBJECTIVE TEST

Epreuve objective

A test or examination in which every question is set in a way as to have only one right answer. That is, the opinion of the examiner or marker does not enter in judging whether an answer is good or poor, acceptable or wrong; there is no subjective element involved.

OCCUPATION

Profession

A term referring to a person's regular work, business, pursuit or means of earning a living.

OCCUPATION

Profession

A collection of jobs which are sufficiently similar with regard to their main tasks to be grouped together under a common title, for the purpose of identification and classification.

See also "Element of work".

OCCUPATIONAL ANALYSIS

Analyse des professions

The scientific study of all facts about occupations which throws light on the content and particularly on the relation to the worker. In an occupational analysis we extend the techniques and methods of job analysis to cover a considerable range of directly related jobs observing in more general terms than in the latter since occupational analysis is concerned with the position of the worker in the economy as a whole and not in a specific establishment.

OCCUPATIONAL COMPETENCE

Compétence professionnelle

The skills, understandings, and appreciations needed for successful employment in a specific occupation or cluster of closely related occupations.

OCCUPATIONAL INFORMATION

Documentation professionnelle

Systematically organized data used by guidance and teaching personnel for the purpose of helping persons make a vocational choice. Material concerns the nature of the work, duties, responsibilities, and compensations involved in the various vocations and includes information about employment outlook, promotional opportunities, and entrance requirements.

OCCUPATIONAL OBJECTIVE

Objectif professionnel

A specific recognized occupational goal selected by the student, the attainment of which is the purpose for his vocational instruction.

OCCUPATIONAL QUALIFICATION REQUIREMENTS CCDO VOLUME II

Normes professionnelles CCDP, Tome II

A career counselling and placement instrument designed to identify and describe worker requirements for occupations defined in CCDO Volume I, in terms of aptitude, interest and temperament factors; general education and training times; and physical demands.

OCCUPATIONAL STANDARD

Norme professionnelle

An established measure for judging the quality of work performed in a trade or occupation.

OCCUPATIONAL TRAINING

Formation professionnelle

Occupational training comprises training and retraining courses provided for purposes of acquiring or improving skills.

OFF-THE-JOB TRAINING

Formation à l'extérieur de l'entreprise

Training in the attitude/knowledge/skill pattern required for a task, job or occupation away from the normal work situation and production pressures. It is normally only part of the whole training program and is usually combined with on-the-job training and/or further education.

ON-JOB-TRAINING

Formation en cours d'emploi

Individual training conducted in accordance with approved standards when the individual concerned fulfills his normal duties in addition to receiving training.

ON-THE-JOB TRAINING

Formation en cours d'emploi

An effective and economical practice of training (or coaching) employees on the actual job or work site by the supervisor, an experienced fellow employee or an instructor who is specifically employed for such purpose.

ON-THE-JOB TRAINING (ON-SITE, DESK TRAINING)

Formation en cours d'emploi, formation sur place sur le tas

Training given in the normal work situation in the attitude/knowledge/skill pattern appropriate to a task or job. It may constitute the whole of the training or be combined with off-the-job training and/or further education.

ON-THE-JOB TRAINING

Formation en cours d'emploi

Instruction in the performance of a job given to an employed worker by the employer during the usual working hours of the occupation. Usually the minimum or beginning wage is paid.

ON-THE-JOB TRAINING

Formation en cours d'emploi

A structured system of instruction offered in a production or work environment. Do not include informal training whereby employees "pick up" the knowledge needed to perform a job by working under normal conditions, with an experienced worker or under the direction of supervisory personnel.

ORGANIZED TRAINING

Formation systématique

A formal program of training designed to prepare employees for increased responsibilities, to qualify them for new jobs or to bring them up-to-date in previously acquired skills. It includes: on-the-job training where instruction is planned and systematized; classroom instruction or on off plant premises; the training of apprentices in co-operation with a provincial apprenticeship authority or under private arrangements; provision of financial or other assistance for employees taking education or training courses not formally organized by the establishment. It does not include informal training whereby employees "pick up" the knowledge needed to perform a job by working under normal conditions with an experienced worker or under the direction of supervisory personnel.

ORIENTATION TRAINING

Introduction à la profession

Orientation training is that training generally provided to new employees to acquaint them with the employing organization's background, rules and procedures. It does not provide employees with new skills, but then use existing skills in a particular work or production environment.

OVERVIEW

Vue d'ensemble

That part of a training program or course which gives a brief description of the content and presentation designed to make the trainee aware of what to expect during the training. An overview should also set the theme for the training and establish a point to which the trainer can later refer in order to plan a particular part of the training in context.

PERFORMANCE APPRAISAL

Appréciation du rendement

A systematic appraisal of an individual employee to assess performance, potential and salary. The object is to improve current performance, isolate training needs, and identify potential talent for management succession.

PERFORMANCE CHECK

Contrôle de performance

An evaluation device that requires the trainee to do something based on the three elements of the performance objective; provides the trainee and trainer with a knowledge of how well the trainee is doing in the training program as well as provides data for the evaluation process which assists in determining the effectiveness of training.

PERFORMANCE OBJECTIVE

Objectif de performance

A training objective which states: Performance—what the trainee must do to demonstrate that he has achieved the objectives; Condition—the important conditions under which the trainee must demonstrate his competence; and standard—the standard or performance which the trainee must attain.

PERFORMANCE STANDARD

Niveau de performance

Frequently defined as a minimum acceptable standard. See also "Criterion behaviour".

PERFORMANCE TESTS

Epreuves pratiques

Performance tests are instruments which require the trainee to demonstrate some practical application, skill, or operation which is an essential part of a job or task. Sometimes apparatus or equipment or material is involved. The performance of the testee is observed and evaluated in accordance with a predetermined standard of perfor-

mance and/or product of performance. These standards are defined in the training objectives. Performance tests, then, require the tested to do something. Usually what is required is a sample of the work associated with a particular job duty or task. Scores may be based on completion time, accuracy of the work done, quantity of work completed, or quality of the work product.

PERSONNEL SPECIFICATION

Personnel requis

An interpretation of the job specification in terms of the kind of person suitable for the job. The characteristics are often set out on the lines of the seven-point plan. (See Seven-point plan page).

PHASE TESTING

Examens périodiques

A system of tests by which the attainment of approved standards is measured throughout a period of training. See also module training.

PILOT VOCATIONAL PROGRAMS

Programmes d'enseignement pilotes

Those activities or programs designed to represent alternatives or innovations in educational practices or structures which when studied will give direction and guidance for acceptance or rejection as part of the regular vocational education program.

PLANT TRAINING

Formation interne

Instruction given by the employer in his own establishment during working hours.

POST-TEST

Epreuve terminale

A test given after a training program to ascertain whether the desired standard has been attained and used with the pre-test to measure the effectiveness of the program. See also "Criterion test".

PRE-APPRENTICESHIP TRAINING

Cours pré-apprentissage

Course mainly of technical and general education, but including a proportion of trade practice. Satisfactory completion of a full-time course (which is sometimes offered in a secondary school or community college) often gains the student exemption from a part of his apprenticeship. In industry a broad appreciation of the occupa-

tion or occupations concerned given to potential apprentices prior to entering an apprenticeship is often combined with a probationary period.

PRE-EMPLOYMENT TRAINING

Formation pré-emploi

Organized, intensive instruction for entrance into employment in a specific job.

PREPATORY INSTRUCTION

Cours préparatoire à l'emploi

Programs preparing youth or adults for full or part-time employment.

PRE-TEST

Epreuve préliminaire

A test given before a training program to confirm that the student has the prior knowledge assumed to be necessary by the compilers of the program, or when used in the sense of a criterion test, to discover to what degree the student is already able to meet the detailed specifications of the criterion behaviour.

PROBATIONARY PERIOD

Période d'essai

A conditional period of training or of work in employment intended for testing the validity of occupational choice. It may also be used as a diagnostic period. See also "Pre-apprenticeship training".

PRODUCTIVITY

Productivité

The relationship between the resources employed on a project in terms of manpower, equipment, material and money and the output in terms of goods or services.

PROJECT (LEARNING)

Programme d'apprentissage

Any individual designed learning activity that has a behavioural objective related to an individual's occupational goal and is to be accomplished in a specified length of time; an independent activity usually completed in a laboratory environment.

QUALIFICATION

Qualification

Any physical, mental, moral or legal requirements, conditions or abilities which a candidate must have in order to be eligible for a job, office or position.

QUALIFIED**Qualifié**

A person holding a certificate or license issued by a legally-constituted body attesting to his competence in a trade or occupation.

QUALITATIVE**Qualitatif**

The characteristic, kind of degree of excellence.

QUALITY CONTROL**Contrôle de la qualité**

The procedure of establishing acceptable standards with defined limits of variation in quality of material, size, weight, finish or other characteristics for goods or services, and maintaining these standards.

QUANTITATIVE**Quantitatif**

Amount; number or symbol expressing measure.

RECOGNIZED OCCUPATION**(OR NEW AND EMERGING OCCUPATION)****Profession reconnue ou profession nouvelle**

An occupation that has been identified or is identifiable by employers, employee groups and governmental and non-governmental agencies and institutions concerned with the definition and classification of occupations.

REFRESHER TRAINING**Mise à jour des connaissances**

Training given to revise and refresh previously learned skills and knowledge which have become "rusty" through disuse, cf. updating training, booster training.

REHABILITATION, VOCATIONAL**Réadaptation professionnelle**

The service of preparing disadvantaged persons for remunerative employment through diagnosis, guidance, physical restoration, training, and placement.

REINFORCEMENT**Renforcement**

Process of providing the individual with immediate feedback or information regarding the success or failure of his performance.

RELATED INFORMATION**Information pertinente**

Related information is that knowledge necessary for a thorough understanding of the equipment, tools, materials, processes, and skills common to a particular area of instruction.

RELATED SUBJECTS**Matières apparentées**

Classroom and laboratory training designed to increase knowledge, understanding and ability to solve technical and theoretical problems concerned with a particular occupation.

REMEDIAL INSTRUCTION**Enseignement correctif**

Corrective instruction, supplementing school or on job-training instruction, aimed at trainee learning problem areas.

REMEDIAL TRAINING**Rééducation professionnelle**

Training given to employees to teach them new methods of doing work or to improve their performance.

RESEARCH**Recherche**

A careful search, inquiry or critical investigation designed to discover facts by the scientific study of a subject. Research is normally carried out at one or more of three distinct stages—a survey, on the basis of which a hypothesis is formulated and tested by experiment.

RESOURCES**Ressources**

A means of supplying a want, need; a stock that can be drawn upon; to include time, facilities, supplies, material, instructors, etc.; also collectively referred to as the "3 M's", standing for men, money, and material.

RESOURCE PERSON**(Spécialiste invité)**

A person who is a participant in a discussion concerning a problem or subject. His extensive experience and broad knowledge of the subject enable him to render authoritative opinions.

RETRAINING

Recyclage

Training for the acquisition of the attitude/knowledge/skill pattern required in an occupation other than one for which the trainee was prepared originally or in some cases for a new job or part of a job. This training is often given in the form of accelerated vocational training but other training methods may be appropriate.

RETRAINING

Recyclage

The efforts by labour and management, or government, to utilize the existing work force and skills and to establish programs and training activities to fit individuals into new skills or change of skills made necessary by changing technology.

RETRAINING PROGRAM

Programme de recyclage

Any basic, planned program designed primarily for experienced employees who because of changing technology, work rotation, re-assignment, etc., need to develop new skills and direct their abilities toward different objectives.

SAFETY OFFICER

Agent de sécurité

The person designated in an organization as responsible for co-ordination of accident prevention activities.

SAFETY TRAINING

Formation à la sécurité au travail

For most occupations this is an integral part of general training courses to ensure that trainees habitually adopt safe working practices. The term also embraces courses and conferences for specialists (e.g., for Safety Officer) and for employees in occupations involving certain known hazards (e.g., crane drivers) including some occupations for which training is a statutory requirement (e.g., power press operators).

SANDWICH COURSE

Enseignement alterné

A course in which the student alternates studies between the institute of learning and places outside the institute to acquire related practical professional, commercial or industrial experience. Such courses provide a balance between theoretical and practical training.

SCRAP/WASTAGE RATE

Taux de rebut et de pertes

The rate at which material, components, part-finished or finished products are rejected and become scrap or waste because they do not meet a specified standard. This would be an item for consideration in the identification of training needs.

SELF-CORRECTING TRAINING SYSTEM

Système de formation autocorrectif

An arrangement whereby information obtained at each stage of assessment is fed back into current and later training schemes. Properly used, feedback of this kind guarantees that a training system improves itself.

SEMI-SKILLED TRAINING

Formation d'ouvrier spécialisé

Training that can be accomplished within 80 hours or two weeks whether informal by a foreman or formal by a company trainer.

SEQUENCING

Enchaînement

The process by which course subject matter is placed in an order that will produce efficient and effective learning.

SERVICE OCCUPATIONS

Services

Those occupations which have as their primary purpose the rendering of personal service to the customer or maintenance of existing equipment.

SESSION

Cours

A period or unit of learning time within a training course, the length of which is determined by a variety of technical factors (e.g., nature of subject matter, type of trainee and scope for active participation) and administrative factors (e.g., length of working day, meal and other breaks). Normally a session lasts not less than 30 minutes nor more than 90 minutes.

SESSION ASSESSMENT FORM

Formule d'évaluation du cours

Used in the validation of a training course. The form is designed to collect trainees' views on specific aspects of their training. Each trainee has three questions to consider at the conclusion of a session and answers by putting a mark in the appropriate interval in each scale. For scoring purposes the intervals along each scale are numbered 1 to 7 starting from the unfavourable on the left.

SESSION SYNOPSIS

Synopsis du cours

A summary of the topics to be covered in a session.

SEVEN POINT PLAN

Plan en sept points

A method of assessing the employment potentialities of people during an interview by considering them under the following headings: physical make-up, attainments, general intelligence, special aptitudes, interests, disposition and circumstances.

SHOPWORK

Travail d'atelier

An activity emphasizing experiences in laboratory and/or shop facilities in such areas as woodwork, metalwork, or other industrial processes and procedures.

SHORT-UNIT COURSE

Cours abrégé

A self-contained training program of relatively short duration, designed to give instruction in a single phase of a subject or in the operation of a specific machine.

SIMULATION

Simulation

The creation of a "working model" of some system, such that the key elements and their interactions are highlighted. An important class of training techniques in which trainees are able to experience various dimensions of organizational behaviour in a laboratory context.

SIMULATOR

Simulateur

A device which presents the trainee with a representation of the important features of the real situation and reproduces operational conditions which enable him to practice directly, safely and economically, tasks which cannot be practised on the job itself, e.g., a flight simulator.

SKILL

Compétence

(1) The capability of performing an action with a degree of proficiency; or (2) a particular area of proficiency, e.g., welding; or (3) the mental and physical action skills of perception, motor coordination, etc. The context will make clear which meaning is intended.

SKILL

Savoir-faire

A personal quality which reflects expertness in a particular field of knowledge, or in doing a particular job. It implies coordination of mind and body in the performance of complicated operations as well as the effective use of knowledge and technical ability. It may involve a high degree of dexterity on job operations as well as a high degree of precision and coordination.

SKILL ANALYSIS

Analyse de capacité

The breaking down of a skill into smaller physical and mental skills required to perform it.

SKILL TRAINING

Formation d'ouvrier qualifié

Training that is more concerned with imparting skills than underlying concepts.

SKILLED LABOUR

Main-d'œuvre qualifiée

Workmen who have mastered one of the traditional crafts, such as machinists, cabinet makers, etc., usually through apprenticeship training. These individuals also possess comprehensive knowledge of the job, are able to exercise substantial judgment, have a high degree of manual dexterity, and frequently are capable of assuming substantial responsibility.

SKILLED MECHANIC

Ouvrier qualifié

One competent to perform with a high degree of expertness the work in one or more specialized divisions of a given trade.

SKILLED OPERATOR

Opérateur qualifié

A person who is qualified by training and/or experience to control, drive or operate a machine, vehicle or unit of production equipment, the operation of which requires skill and judgment beyond that of a labourer or beginning apprentice.

SKILLS ANALYSIS

Analyse de qualités requises

In general usage the process of analyzing the knowledge and physical skill required by anyone performing a non-supervisory task in industry or commerce. This analysis may be detailed or broad according to circumstances—all

that is required is that it should be systematic and detailed enough to form the basis of a sound training program. Specifically, in respect of manual and similar skills, identifying and recording psycho-physiological characteristics of skilled performance and determining the cues, responses and decision-making functions involved.

SPECIALTY

Spécialité

A particular job employing special knowledge and skills performed within or related to the classification/trade concerned but which is not required of all personnel in that classification/trade.

STAFF TRAINING OFFICER

Agent de la formation du personnel

A term used by the trades to denote the manager responsible for training all staff. See also "Training officer".

STAMINA BUILDING

Exercice d'entraînement

The process whereby a trainee learning a repetitive operative job is required to practise it, by doing production runs of increasing duration from 10 minutes upwards to targets of output and quality to the point where he can maintain the speed and quality of the experienced worker throughout the working shift without undue fatigue.

STANDARD

Norme

The third and final element of a performance objective which sets the qualitative and/or quantitative requirements for successful trainee performance.

STEERING COMMITTEE

Comité directeur

A group of qualified persons appointed to give direction to a project in its initial stages and usually followed by an advisory committee to establish policies and operating procedures.

STUDENT TEACHER

Elève-professeur

A person enrolled in a school of education who has been assigned to assist a regular teacher in a real school situation; a form of practical training for students at a teacher's college.

SUPERVISING TEACHER

Professeur surveillant

An experienced teacher who is responsible for directing the practice-teaching activities of student teachers.

SUPERVISOR

Agent de maîtrise, Chef de section, d'atelier

A person at the first or second level of the managerial structure who is in charge, directly or indirectly, of a particular area of operations within the organization, and who is regularly found in that area. He is normally held responsible for making the most efficient use of resources men, materials and machines—available to him.

SUPERVISORY TEACHER

Professeur superviseur

A teacher who also directs the work of one or more student teachers. Also referred to as co-operating teacher, critic teacher or co-operating school supervising teacher.

SUPERVISORY TRAINING

Formation du personnel d'encadrement

Organized instruction to assist foremen and supervisors in industry and business in various phases of their work including training workers, personnel relations and legislation.

SUPPLEMENTARY INSTRUCTION

Cours de perfectionnement

Vocational instruction generally provided on a part-time basis (day or evening) for adults wishing to prepare for an occupation or refresh, update, or upgrade competencies needed in their employment or for advancement in responsibility.

SURVEY, OCCUPATIONAL

Relevé des professions

A form of occupational census taken by personnel trained (1) to determine the number of qualified workers in designated occupations in a specified geographic or economic area; and, (2) to evaluate the need for increasing or limiting the numbers available for employment in the occupations surveyed.

SURVEY, OCCUPATIONAL

Relevé des professions

An investigation and evaluation to gather pertinent information about a single industry or the occupations of

an area to determine the need for training, the prevalent practices, the labour supply and turnover, to maintain the vocational program at a realistic level.

SYLLABUS

Sommaire

A statement of the subject matter (content) of a training course or part of it. It may indicate the time to be devoted to each part of the training but not usually the order in which the items should be learned nor the methods of instruction to be used. The word "curriculum" is sometimes used as a synonym for syllabus.

SYMPORIUM

Symposium

In the training context, a gathering, usually of one or two day's duration, to hear and discuss contributions by authorities in a particular field.

SYNDICATE

Conseil

A small group of students formed to consider and to report on a question, problem or exercise set as part of a training program. The object of the exercise is to promote learning by means of intra- and inter-group analysis and discussion.

SYSTEM

Système

A group of men, man-machine, machines, or machine components organized to achieve a definite purpose or mission. The size and scope of what one wishes to consider a system depends on one's purpose in dealing with it. From the standpoint of an electronic technician, a particular repeater is a system. From the standpoint of training management, an integrated training program encompassing all pertinent duty assignments is a system.

TARGET POPULATION

Population déterminée

The particular individual, group or range of students, for whom a particular training program is designed.

TASK

Tâche

A major element of work or a combination of elements of work by means of which a specific result is achieved. See also "Element of work", "Job", and "Occupation".

TASK ANALYSIS

Analyse de tâche

A systematic analysis of the behaviour required to carry out a task with a view to identifying areas of difficulty and the appropriate training techniques and learning aids necessary for successful instruction.

TASK DESCRIPTION

Description de tâche

A statement of the activities to be performed in carrying out a given task in terms of, e.g., perceptions, discriminations and decisions to be made, and techniques and procedures to be followed. These and other requirements may be set against a time scale.

TASK ELEMENT

Elément de tâche

Basic steps and procedures or knowledge and skills necessary to the performance of a task.

TASK IDENTIFICATION

Détermination des tâches

The process of recognizing, listing and grouping the tasks that make up a job.

TASK INVENTORY (TI)

Inventaire de tâche

The job tasks and skills that result from a job analysis, arranged in an order convenient for training purposes.

TASK LEVEL

Niveau des tâches

A duty is job analyzed into a number of Level I job tasks; each Level I job tasks, into Level II job tasks, each Level II job tasks, into Level III job tasks and so on, until the smallest tasks to be trained are reached. Levels of training tasks parallel job level tasks.

TASK LIST

Liste des tâches

A listing of all identifiable job performance tasks that compose a particular job.

TEACHER CERTIFICATION

Brevet d'enseignement

The approval action, based on minimum standards adopted in the province, taken by legally authorized school authorities on the professional and technical qualifications of teachers.

TEACHING /INSTRUCTION PLAN

Plan de formation et d'enseignement

A detailed chronological breakdown in terms of objective, content and method for a given session within a training course or program.

TEACHING POINT

Matière

A component of a knowledge or skill element; a statement of fact, a definition or a procedural step, etc., representing a very small amount of knowledge or skill which a student must learn or master as a prerequisite to achieving an enabling objective.

TECHNICAL AGRICULTURE

Technique agricole

An inclusive term which embraces a cluster of agricultural occupations engaged in the science, mechanical, and technical phases of production, distribution, manufacturing, use, processing, and marketing of farm products.

TECHNICAL COLLEGE

Collège technique

Major establishment of further education maintained or assisted from public funds and providing a variety of full-time, part-time, day and evening courses, primarily of a vocational nature, for students over compulsory school age.

TECHNICAL EDUCATION

Education technique

Education to earn a living in an occupation in which success is dependent largely upon technical information and understanding of the laws of science and principles of technology as applied to modern design, production, distribution, and service.

TECHNICAL HIGH SCHOOL

Ecole secondaire technique

A high school whose curricula are directed toward vocational and technical careers, as differentiated from academic and professional objectives.

TECHNICAL INSTITUTE OR COLLEGE

Institut ou Collège technique

A school at the post-high school level which offers technical education in one or more fields to prepare people for employment in positions which lie between the skilled workers and professional scientists or engineers.

TECHNICIAN

Technicien

A term used to describe a worker who performs a limited number of technical functions in a physical science, life science or engineering specialization, primarily in relation to installation, operation and maintenance, quality control, production planning or biological testing and analysis activities, using a basic knowledge of specific scientific, mathematical or engineering and drafting design principles and practices.

TECHNIQUE

Technique

A means of instruction which complements a method, e.g., questioning, handling trainee responses, using visual and aural aids, etc.

TECHNOLOGISTS

Technicien-spécialiste

A term used to describe a worker who performs a variety of technological functions in a physical science, life science or engineering specialization, primarily in support of research, developmental and design activities, using knowledge of scientific mathematical or engineering and drafting design principles and practices.

TECHNOLOGY

Technologie

The application of scientific principles in research, design, development, production, distribution, or service. It often is used to denote a segment of the applied sciences, i.e., electronic technology.

TERMINAL BEHAVIOUR

Comportement final

The actual behaviour registered by the student at the end of the training program. The difference between this and the criterion behaviour is a measure of the effectiveness of the training program.

TERMINAL COURSE

Cours final

One which completes the subject matter of a specific area usually with employment as the immediate objective.

TERMINAL LEARNING OBJECTIVE

Objectif final d'apprentissage

A learning objective expressed in terms of on-the-job tasks. The standards, so far as present course design purposes are concerned, are more often than not expressed in qualitative terms.

**TERMINAL PERFORMANCE
END-OF-TRAINING-PERFORMANCE
TERMINAL BEHAVIOUR**

Performance finale
Rendement final
Comportement final

The performance expected of a trainee following completion of all instruction required by a performance objective.

TEST

Test

A standardized type of written or practical examination given to measure the skill, knowledge, intelligence, capacities of an individual or group.

TIME TABLE

Horaire

A detailed list or chart showing the recommended sequence of training sessions subject and time allocated.

TRADE

Métier

An all inclusive general category of vocational endeavour composed of a number of related tasks embracing similar knowledge and skills associated with the performance of a particular job.

TRADE ADVISORY COMMITTEE

Comité consultatif des métiers

A group of tradesmen selected from a specific trade or occupation, appointed to advise the school and/or department on matters pertaining to teaching the particular occupation. Generally, the committee should include an equal number of representatives of labour tradesmen.

TRADE ANALYSIS

Analyse de métier

The procedure of breaking down a trade or occupation to determine the teachable content in terms of operations, tools, processes, and technical information to be organized into a course of study and arranged according to a sequence of difficulty.

TRADE AND INDUSTRIAL EDUCATION

Enseignement industriel et technique

Instruction which is planned to develop basic manipulative skills, safety judgment, technical knowledge, and related occupational information for the purpose of fit-

ting persons for initial employment in industrial occupations and upgrading or retraining workers employed in industry.

TRADE PREPARATORY PROGRAMS

Programmes préparatoires au métier

Instructional curricula or courses designed to train persons in the basic skills, knowledge, appreciations, and attitudes necessary to enter employment in a given occupation; usually taught, within appropriate blocks of learning time, in full-time schools or extended day schools.

TRADE RELATED SUBJECTS

Matières reliées au métier

Subjects of a technical or vocational nature, knowledge of which is considered necessary for more effective job performance.

TRADE SCHOOL

Ecole de métiers

A public or private vocational school which trains youths and adults in the skills, technical knowledge, related industrial information, and job judgment necessary for success in one or more skilled trades.

TRADE/SKILL TRAINING

Formation professionnelle

Refers to those courses which provide training in skills or trades such as hairdressing, electronics and heavy equipment operation.

TRADESMAN

Homme de métier

A skilled worker in a particular occupation, trade or craft who is able to apply a wide range of skills and a high degree of knowledge to basically non-repetitive work with a minimum of direction and supervision.

TRAINED WORKER STANDARD

Niveau de spécialisation

The behavioural objectives specified for a normally off-job training program which concentrates on those tasks which have been demonstrated by analysis to be most frequent, difficult or critical in the actual job. Trained worker standard may differ from experienced worker standard (EWS) in that although learning of these tasks may be rapid, Experienced Worker Standard may be reached only after considerable on-the-job practice.

TRAINEE

Stagiaire

An employee who is assigned to a prescribed training program to fit him to perform adequately the normal operations of a specified job. During the training period, while he is a "learner", the employee is paid less than the rate of the job which he is being trained.

TRAINING

Formation

The systematic development of the attitude/knowledge/skill behaviour pattern required by an individual to perform adequately a given task or job. This is often integrated or associated with further education. The use of learning experience to integrate the concept of training and education is increasingly common. cf. education.

TRAINING

Formation

The systematic development of the attitude/knowledge/skill pattern required by an individual to perform adequately a given task or job. It is also described as the systematic development of prescribed criterion behaviour.

TRAINING AGREEMENT

Contrat d'apprentissage

An outline of learning experiences an employer agrees to provide for a student-learner enrolled in the various co-operative education programs.

TRAINING AID

Matériel didactique

Anything that activates the human senses of hearing, sight, taste, smell and/or touch and assists the instructor in conducting training.

TRAINING BAY

Aide de formation

Area within a factory or other work place reserved for training purposes.

TRAINING COURSE

Cours de formation

A series of sessions linked to a well-defined section of a training program/scheme with specific aims and objectives clearly stated.

See also "Curriculum".

TRAINING DEVELOPMENT OFFICER/ADVISER

Agent (Conseiller) de développement de la formation

The duties of the training development officer differ from those of the training officer in the sense that in addition to being able to advise on the training function at company level, he will be able to do so at national or regional level. He may be employed by Government, industrial training boards, or other training organizations under various job titles but the function is broadly as described above.

TRAINING ENVIRONMENT

Milieu de formation

The physical and psychological milieu in which training takes place. It involves all the objects, forces and conditions that affect the individual.

TRAINING FOR PROMOTION

Formation en vue d'une promotion

Systematic training for additional knowledge and skill in order to prepare a worker for promotion to a position at a higher level implying a substantial change in functions, e.g., promotion from operative to supervisor.

TRAINING FUNCTION

Fonction de formation

All that has to be done in meeting the training responsibilities of an organization. The four main steps are the identification of training needs in terms of jobs and people; the formulation of training policy for the consideration of management; the implementation of the training process, using the most appropriate system, methods and aids; and the assessment of training effectiveness.

TRAINING INSTRUCTOR

Instructeur

A person directly responsible for the instruction of trainees and their hour to hour supervision while they are undergoing training on or off-the-job. He may undertake some of the simpler duties of the training officer but does not normally play a major part in the formulation of training policy. In a large organization some instructors may be designated "senior" or "chief" instructor.

TRAINING MANAGER/DIRECTOR

Chef (directeur) de la formation

Has overall responsibility for the direction of training policy in an organization and plays an important part in its formulation. He should preferably be a training specialist or have a wide understanding of industrial training. The term "training manager" is sometimes used to cover the various grades of training officer.

TRAINING MANUAL

Manuel de formation

A guide for the use of training staff and, where appropriate, of trainees, showing in detail the subject areas and behavioural objectives to be achieved, methods of instruction, equipment and materials to be used, the form of records to be kept and of tests to be administered.

TRAINING MATRIX

Matrice de formation

A pattern of arrangement of modules which reflects the basis of the training program and graphically reveals the relationship of the modules.

TRAINING OFFICER

Agent de formation

A specialist who is appointed to provide a service of advice and executive action to enable managers to carry out their training responsibilities. He may act directly as a member of the management team or may report to a training manager director and may cover a range of occupations within the organization or specialize in two or more. He seeks to describe, analyze and solve those problems the cause of which appears to be lack of skill or knowledge on the part of an individual or group. Many training officers carry a supplementary title which indicates their level, range of activity or area of responsibility, e.g., junior, senior, group, area, and regional.

TRAINING PLAN

Plan de formation

A comprehensive statement drawn up in the context of the corporate objectives of an organization in relation to part or all of its training and providing for such matters as job and personnel specifications; conditions of eligibility; selection procedures; training objectives and strategy; programs, time tables and syllabi; location and method of training; training records, tests, qualifications and awards.

TRAINING PROGRAM

Programme de formation

An interpretation of training specification in terms of units of instruction or learning experience, set out in chronological sequence and showing the time allowed for each, the place, the method of instruction and the person responsible for giving it.

TRAINING RECORDS

Registres de formation

The process of keeping written evidence of training taking place so that achievements can be measured against objectives and that factual information is available when required.

TRAINING SCHEME

Plan d'ensemble de la formation

A comprehensive plan drawn up by an organization in relation to part or all of its training, and associated activities and providing for such matters as job and personnel specifications, conditions of eligibility, selection procedures; programs, time tables and syllabi; location and method of training; training records, tests, qualifications and awards.

TRAINING SPECIFICATION

Normes de formation

A detailed statement of what a trainee(s) needs to learn based on a comparison between the job specification and his present level of competence.

UNIT OF INSTRUCTION

Unité d'enseignement

The smallest division of instruction for which a full lesson is taught. A simple operation in a trade may constitute a unit of instruction.

UNIT OF TRAINING

Unité de formation

A given amount of "like" subject matter presented as a conglomerate, a homogeneous grouping.

UNSKILLED LABOURERS

Main-d'œuvre non qualifiée

Persons performing tasks which are normally elementary and physical in nature.

UPDATING COURSES

Mise à jour des cours

A process which involves altering procedures and resources as applied to instruction and curriculum in order to make the offerings relevant to the needs of the learner and objectives of the educational process.

UPDATING TRAINING

Perfectionnement

Training to bring the knowledge and skill of workers up to date with regard to new developments—new materials, tools, processes—in their occupation. See also "Refresher training".

UPGRADING COURSE

Cours en vue d'une promotion

A course of training supplied by the employer to the worker or taken independently by him to acquire the skill or knowledge necessary to be promoted or upgraded.

UPGRADE TRAINING

Supplément de formation

Training for supplementary knowledge and skill in order to increase the versatility and occupational mobility of a worker. It is sometimes referred to as "Supplementary training". It may include the acquisition of skill in a related trade or occupation. The term is also used in its original sense for moving a worker up in grade within the general framework of a trade or occupation, e.g., a worker being trained to a higher level of skilled work by a system of rotation through the whole range of jobs required of that higher level.

VALIDATION

Validation

A systematic feedback and analysis process to determine if training programs are producing graduates capable of satisfying user requirements, the results of which may affect the entire training system or any part thereof.

VALIDITY (OF TEST)

Validité (de test)

The extent to which a test measures what it is intended to measure.

VESTIBULE TRAINING

Initiation

A program organized in the plant by the employer for the short, intensive, preliminary training or "breaking in" of employees on machines and operations.

VOCATIONAL COUNSELOR

Orienteur professionnel

An individual who counsels a student worker, or applicant for a position or an occupation.

VOCATIONAL CURRICULUM

Programme d'études professionnelles

A carefully selected group of courses or a sequence of subjects the content of which provide the necessary skill and knowledge for success in a specific occupation.

VOCATIONAL EDUCATION

Enseignement professionnel

Programs to teach people the fundamentals of particular skills, to train them in new skills.

VOCATIONAL EDUCATION

Enseignement professionnel

Same as vocational training. The term may be confined to courses given to prepare persons for executive and pro-

fessional positions as distinct from vocational training which in this sense would be restricted to the preparation or formation of tradesmen, or of skilled and semi-skilled workers.

VOCATIONAL EDUCATION

Enseignement professionnel

Vocational or technical training or retraining which is given in schools or classes (including field or laboratory work and remedial or related academic and technical instruction incident thereto) under public supervision and control or under contract with a local educational agency. This training is conducted as part of a program designed to prepare individuals for gainful employment as semi-skilled or skilled workers or technicians or subprofessionals in recognized occupations and in new and emerging occupations or to prepare individuals for enrollment in advanced technical education programs. It excludes any program to prepare individuals for employment in occupations generally considered professional or which require baccalaureate or higher degree.

VOCATIONAL GUIDANCE

Orientation professionnelle

The process of assisting individuals to choose and pursue the occupations best suited to their aptitudes, skills, interests, and attitudes. Vocational guidance may be applied to both workers and students who have not yet entered the labour market. Ideally, the process should be used with adolescents before they leave school in order that their education or training may be suited to their capacities. Vocational guidance includes three main steps: 1) discovery of a person's aptitudes and capacities; 2) determining what occupations are available to be filled; 3) relating the person's aptitudes and capacities to the most suitable occupation for him, all factors considered.

VOCATIONAL INTERESTS

Intérêts professionnels

Those pursuits or hobbies which are distinct from the regular work or occupation of the individual and which are followed for recreational purposes.

VOCATIONAL/OCCUPATIONAL GUIDANCE

Orientation professionnelle et technique

The process of helping a person by means of tests and interview to make sound decisions about the type of occupation to follow either directly or via suitable further education or training. Guidance proceeds by assisting the individual to consider his physical and mental capacities and his inclinations and by discussing with him, in the light of these, the requirements, prospects and opportunities of a range of occupations for which he might be suitable. The term "Vocational Counselling" is sometimes used.

VOCATIONAL ORIENTATION

Orientation professionnelle

Instruction in, observation of and/or short periods of practice in a variety of occupations designed mainly for young persons approaching school leaving age to give them a general understanding of employment opportunities and the conditions of employment prevailing in them. Its objective is to ensure a realistic approach to occupational choice.

VOCATIONAL AND TECHNICAL EDUCATION

Education professionnelle et technique

Training intended to prepare the student to earn a living in an occupation in which success is dependent largely upon technical information and an understanding of the laws of science and technology as applied to modern design, production, distribution, and service, and on the individual's ability to use that understanding.

VOCATIONAL TRAINING

Formation professionnelle

Activities and programs, including curriculum and actual training and operations, to give a person the skill needed to function in a particular vocation.

WAITING TIME

Temps d'attente

The part of "attendance time", other than "unoccupied time", during which the worker is available but is prevented from working, e.g., machinery breakdown.

WORK CYCLE

Cycle de travail

The sequence of the elements which are required to perform a job or to yield a unit of production. The sequence may sometimes include occasional elements.

WORK EXPERIENCE EDUCATION

Enseignement par des stages

Work Study: Employment undertaken by a student as an integral part of an approved school course which is under the cooperative supervision of a teacher-coordinator and the employer.

Work Experience: Employment undertaken by a student as an integral part of a planned supervision program which is under the cooperative supervision of a teacher-coordinator and the employer.

WORK EXPERIENCE SCHEDULE

Programme de stages

A booklet issued to trainees showing the total amount of experience they should gain during their training period. It can incorporate a log book which is a record of work done and experience gained, completed by the trainee, countersigned by the supervisor and periodically checked by the training officer.

WORK MEASUREMENT

Mesure du travail

The application of techniques designed to establish the time for a qualified worker to carry out a specified job at a defined level of performance.

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